

Adult Education Advisory Committee

August 11, 2004

Utah State Office of Education

South Board Room

10:00 A.M. – 1:00 P.M.

Approved Minutes

PRESENT: Members: James Andersen (chair), Kim Dohrer (past chair), Paula Oakey (chair elect), Suzette Hudson, Wayne Mifflin, Don Carpenter, David Peterson, Norman Nakamura, Virginia Sanchez, Herb Clark, Hector Mendiola, Mary Ann Parkinson, Brian Olmstead (guest), Dave Steele, Sandi Grant, Jeff Galli, Gail Burningham (secretary) and Tara Connley (guest speaker).

EXCUSED: Don Uchida and Shauna South

Welcome and Introductions

The Adult Education Advisory meeting was held August 11, 2004 at the Utah State Office of Education in the South Board Room. Jim Andersen welcomed everyone. Everyone introduced him/herself and stated the group they represent.

Presentation on Market Information

Tara Connolly from Department of Workforce Services gave a presentation on job market information. Two handouts with information about Utah's job market and trends were distributed. The web site where publications and other information can be found on-line is <http://jobs.utah.gov>. Web site information includes tools to find information about occupations such as the highest paying, fastest growing, most job openings and other information about various occupations and careers. Information regarding resumes is also given, as is help with career selection. "Choices" is being updated. Personality tests to help with career selections are available on-line. For more information contact Jen at 801 526-9785; jkramer@utah.gov

Approval of the Minutes

The minutes from the July 7, 2004 meeting were reviewed. There were some grammar and spelling corrections made to the minutes before their approval; also information provided by Jeff was amended. It now reads: "Note: Jeff reported on data from a study at the University of Utah that suggests that every dollar spent for adult education in general saves the state two dollars, for incarcerated offenders that savings is \$11." After these corrections the motion to approve the July minutes was made by Jim Andersen. Kim Dohrer seconded the motion and the minutes with corrections were approved.

Committee Membership Follow up

Those who are new to the advisory committee were welcomed and each introduced him/herself. Jim said the he was waiting to hear from the Catholic Community Services to have someone represent the Community/Faith-Based Organizations and if he did not hear soon he would get someone else to fill that position.

Discussion of goals and tasks for sub-committees

There was a discussion regarding the committee goals and tasks. This acquainted the new members with the activities of the sub-committees and helped them decide on which committee they wished to serve. The sub-committee did not meet separately this month. The following contains general information from the discussion. Most of the adult education data comes from the URAED report. This state report is due August 26th at that time there will be more up-to-date data for presentations and brochures. It is important to identify gaps in services to adult education students as well as solutions for narrowing those gaps. Jeff Galli has prisons data broken down by county. We also need data from businesses that identifies the educational levels of their employees. Data and numbers from the Department of Workforce Services and districts will show the need for adult education services. It was asked if gaps in educational services were being met by businesses? Are businesses seeing the need to fill the gaps? IHC provides computer classes and also reimburses 50% for classes that help enhance on-the-job skills. If persons are unemployed what are their employment skills? The use of volunteers was encouraged. Mentor programs associated with adult education should also be utilized.

Presentations showing available adult education services should be made. Some suggestions for the public relations campaign are: send brochures (ask how they are used), use referrals (most come from existing agencies), and use of billboards for general public awareness. Public service announcements showing attainment of adult education student goals should be utilized to promote programs. A new PTA advertisement about literacy is being aired soon; possibly we could go with them to promote adult education (literacy). We should identify a list of groups and agencies to make presentations to in an effort to raise awareness and gain support for adult education. We need to think about what the perception of adult education is to the average person. At the October 14th Directors meeting there could be a presentation given to directors to help them feel comfortable about doing their own presentations in their local communities. The committees now are as follows:

Public Relations sub-committee

Paula Oakey
Wayne Mifflin
Jeff Galli
David Peterson
Suzette Hudson
Don Carpenter
Sandi Grant
Kim Dohrer

Advocacy sub-committee

Norman Nakamura
Steve Norton
Cindy Krueger
Shauna South
James Andersen
Dave Steele
Brian Olmstead
Hector Mendiola
Herb Clark
Virginia Sanchez
Mary Ann Parkinson

Lunch

Adult Education PowerPoint Presentation

Dave's presentation on adult education, supported by statistics, highlighted the need and benefit of adult education programs and services. This presentation is still in draft form. Dave requested input for changes and/or additional data.

Other Business

Dr. Hector Mendiola talked about the program: Computer Assisted Literacy For Non-English Speakers (CALFNES). He distributed a brochure.

A Job Corp representative is going to meet with the Utah State Office of Education on August 26, 2004 at 1 p.m. to begin exploring the option of having a select group of 16 year olds take the GED test.

The Utah State Office of Education will have a meeting on August 26, 2004 to discuss if they want to adopt the TABE test as the standard test for all adult education programs.

Agenda Items for September Meeting

- Standardized assessment tool
- GED for 16 year olds
- Governance of Adult Education
- Subcommittee time
- Subcommittee reports

Adjourn

Jim Andersen called for a motion to adjourn the meeting. Kim Dohrer moved to adjourn the meeting and Paula Oakey seconded the motion and the motion passed. The next meeting will be held September 8, 2004 from 10:00 a.m. until 1:00 p.m.